

Commercial Permit Application Intake Checklist



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OK for intake

Commercial Intake Staff: _____

Date: _____

of sets { plans _____
calc's _____
spec's _____

Land Use Staff: _____

Date: _____

This checklist addresses information required for most projects but may not address all the information required to determine code compliance. Initial plan review could raise issues requiring revised plans which are subject to supplemental information charges.

PROJECT ADDRESS/TRS #: _____

Date: _____

Use-Current: _____

Proposed: _____

Intake Staff: _____

A mark in the **OK** box indicates the item is acceptable for submittal. Subject to change through actual plan review.

NEED indicates the item is needed before plans will be accepted for review. Bring this original checklist with you when you return.

N/A indicates the item is not apparently applicable for scope of the proposed project. Subject to change through actual plan review.

☐ **ZONING/LAND USE**

Route to LUM

Yes ☐ No ☐

Zoning: _____

Permitted use: Yes ☐ No ☐

Land Use Applications: file # _____ status _____

UT: Yes ☐ No ☐ Annexation needed: Yes ☐ No ☐ Willamette Greenway: Yes ☐ No ☐

N/A NEED OK

☐ ☐ ☐ Utilities for new construction (9.6775): Underground ☐ Overhead ☐ None ☐

☐ ☐ ☐ Outdoor lighting fixtures (9.6725): Yes ☐ No ☐ Signature: on plans ☐ Attached ☐ On plans ☐

☐ ☐ ☐ Trees: Lot size: under 20,000 sq ft ☐ 20,000 or over ☐ Show all trees, public & private ☐

Designate trees to be removed: None ☐ Private Property ☐ Public property ☐

Comments: _____

N/A NEED OK

☐ **SITE PLAN REQUIREMENTS**

☐ ☐ ☐ ***SITE PLAN MUST SHOW ENTIRE LOT AND INCLUDE ANY ADJACENT RIGHT-OF-WAY**

☐ ☐ ☐ Site plan on minimum 11 x 17 size paper with **minimum 2" clean border around all property lines**

☐ ☐ ☐ North arrow ☐ Scale of drawings ☐

☐ ☐ ☐ Adjacent streets/alleys (label private & public ☐ Rights-of-Way widths ☐

☐ ☐ ☐ Property lines with dimensions ☐ Easements ☐

☐ ☐ ☐ Grading: Slopes Existing ☐ Proposed ☐ Fills ☐ Excavations ☐ Drainage surface direction ☐

☐ ☐ ☐ Structures with dimensions and setbacks: Existing ☐ Proposed ☐

☐ ☐ ☐ Retaining wall, proposed location(s) -- must be drawn and labeled on site plan

☐ ☐ ☐ Curb cuts/property access: Existing ☐ Proposed ☐ Widening ☐

☐ ☐ ☐ Sidewalks: Existing ☐ (Location: Curbside ☐ Setback ☐ Proposed ☐ None ☐

☐ ☐ ☐ Other construction in right-of-way such as retaining walls or elevated walks and drives

☐ ☐ ☐ New connections to public (any work in the R O W): Wastewater ☐ Stormwater ☐

☐ ☐ ☐ Label public & private lines ☐ Point of connection to public system ☐

☐ ☐ ☐ Piping sizes for private lines: Wastewater ☐ Stormwater ☐

☐ ☐ ☐ Stormwater drainage destination: Drywell: New ☐ Existing ☐ SRS submitted ☐

• Tap existing public storm pipe ☐

Catch Basin: New ☐ Existing ☐

• Drainage ditch (location) ☐

• Weep hole(s) in curb: ☐ New ☐ Existing ☐

☐ ☐ ☐ Septic tank and drainfield location

Comments: _____

	NO	YES		EROSION PREVENTION	Permit required:	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In sensitive area & one of the following: (500 sq ft or 20 cu yds disturbance)			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OR Disturbing one acre or more regardless of sensitive area			
				CSMP app to customer <input type="checkbox"/>			EP # _____
Comments: _____							

	N/A	NEED	OK		FIRE PREVENTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire truck site access, max 150' to exterior walls <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dead end fire lanes max 100' in length <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire hydrant locations & distances to property <input type="checkbox"/>
					NO YES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire suppressions systems: Fire sprinklers <input type="checkbox"/>
					Fire alarms <input type="checkbox"/>
					Hood suppression <input type="checkbox"/>
					Unknown <input type="checkbox"/>
					(existing or proposed) (Separate shop drawings will be required)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storing, mixing, or generating of chemicals on site, HMIS: yes <input type="checkbox"/>
					need <input type="checkbox"/>
					MSDS: yes <input type="checkbox"/>
					need <input type="checkbox"/>
Comments: _____					

	N/A	NEED	OK		PLUMBING & ELECTRICAL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing: Fixture schedule <input type="checkbox"/>
					Fixture layout or # of fixtures _____
					# of abandoned fixtures _____
					Piping material <input type="checkbox"/>
					Water piping isometric <input type="checkbox"/>
					Waste & vent piping isometric <input type="checkbox"/>
					Interior plumbing elevations <input type="checkbox"/>
					Backflow devices _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electric: Review not reqd: <input type="checkbox"/>
					# cir _____
					# panels/feeders _____
					Other _____
					Review reqd: <input type="checkbox"/> {
					Fixture schedule <input type="checkbox"/>
					Fixture layout <input type="checkbox"/>
					Riser diagram w/panel locations & schedules <input type="checkbox"/>
					Load Calculations <input type="checkbox"/>
					Supervising electricians signature or electric engineer's stamp <input type="checkbox"/>
Comments: _____					

	N/A	NEED	OK		STRUCTURAL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Code analysis: Occupancy class _____
					Construction type _____
					Area analysis f/new sq ftg _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Licensed designer stamp if structure is over 4000 s.f. or more than 20' in height
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exterior elevations <input type="checkbox"/>
					Exit analysis for occupant loads over 100 <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor plan(s) <input type="checkbox"/>
					Location & schedule: Windows <input type="checkbox"/>
					Doors <input type="checkbox"/>
					Hardware schedule <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wall construction types <input type="checkbox"/>
					Fire extinguisher location & type <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire resistive construction: Location/type <input type="checkbox"/>
					Listed assembly info <input type="checkbox"/>
					Penetration info <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Framing: Floor(s) <input type="checkbox"/>
					Roof <input type="checkbox"/>
					Walls <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foundation plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structural details <input type="checkbox"/>
					Cross sections: Framing <input type="checkbox"/>
					Stairways/ramps <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structural calc's: Vertical (gravity) loads <input type="checkbox"/>
					Lateral (wind or shear) loads <input type="checkbox"/>
					Soils report <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detailing from analysis or calculations referenced in plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical: Duct layout <input type="checkbox"/>
					Equipment schedule <input type="checkbox"/>
					Equipment anchorage >400 lbs <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	State energy compliance forms: Exterior envelope <input type="checkbox"/>
					Lighting budget <input type="checkbox"/>
Comments: _____					

NOTES